

# **PM01: Maintain Services**

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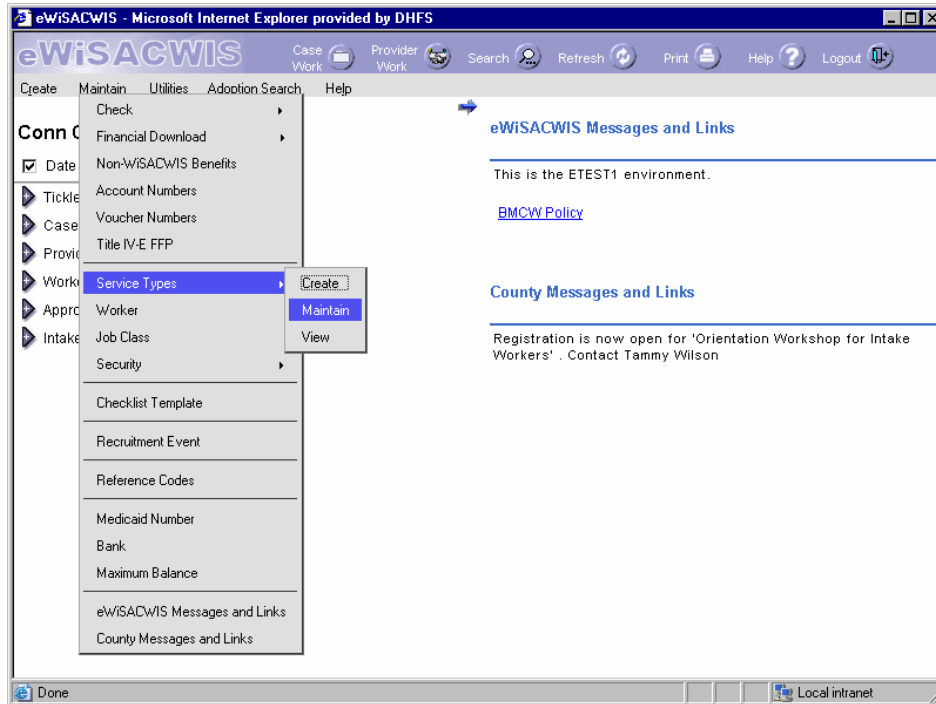
This product includes software developed by the Apache Software Foundation (<http://www.apache.org/>).

## **1.1. Introduction**

The *PM01 - Maintain Services* design topic is used to create and maintain the approved list of service types for the eWiSACWIS licensing process, resource directory, provider management, payment processing, rate setting, service planning, and service delivery.

This topic will be used for viewing the approved service types, creating and updating service types, changing the service rates or updating licensing and training requirements associated with a service type. Each service type will have an associated service code that DCFS can use as reference numbers for those services.

## 1.2. Pages



### 1.2.1. Page - Service Type

#### Maintain Mode

The screenshot shows a web browser window titled "Edit Service Type - Microsoft Internet Explorer". The page header includes the "eWiSACWIS" logo and navigation links for "Print", "Spell Check", "Help", and a question mark icon. The main content area is titled "Service Type" and contains the following fields:

- County: Milwaukee (dropdown menu)
- Service Category: Foster Home - Relative (dropdown menu)
- Long Description: Foster Home - Relative 0-4 years old (dropdown menu)
- Medium Description: F.H. - Relative 0-4 (dropdown menu)
- Short Description: FH-Rel. 0-4 (dropdown menu)
- Service Code: 10026 (text input)

At the bottom right of the form are two buttons: "Continue" and "Close". The browser's status bar at the bottom shows "Done" and "Internet".

#### Create Mode

The screenshot shows a web browser window titled "Create Service Type - Microsoft Internet Explorer provided by DHFS". The page header includes the "eWiSACWIS" logo and navigation links for "Print", "Spell Check", "Help", and a question mark icon. The main content area is titled "Service Type" and contains the following fields:

- County: Milwaukee (dropdown menu)
- Service Category: (empty text input)
- Long Description: (empty text input)
- Medium Description: (empty text input)
- Short Description: (empty text input)
- Service Code: (empty text input)

At the bottom right of the form are three buttons: "Svc Code", "Continue", and "Close". The browser's status bar at the bottom shows "Done" and "Local intranet".

### **1.2.1.1. Page Overview**

#### Navigation

The Service Type page is accessed via Maintain > Service Types option from the eWiSACWIS menu. The worker can elect to Create, Maintain, or View a Service Type, and does so by selecting the appropriate menu sub-option. Once the menu sub-option is chosen the Service Type pop-up page is displayed.

#### Page Summary

In the Service Type group box, the county field pre-fills with the county of the authorized worker and is disabled. If a view or maintain service action is chosen, a filter is applied allowing the worker selection of only those service categories and service types associated with the worker's county. Additional functionality incorporated in the User Groups page (CM09) permits "View All Counties" access for specified workers. The county restriction on the Service Type page is lifted for those workers with "View All Counties" access. As a result, the county field will be enabled, so a "View All Counties" worker can view or maintain services for any county. The worker must select the corresponding service category and the service type from the drop down of current service categories and service types listed in the Service Type group box. The service category selection will determine which service types will appear in the Service Type drop down. After the selection has been made, the worker clicks the Continue button and is taken to the Maintain Service Type and Rate pages for modification or review.

If "Create," is chosen as the service action, a filter is applied allowing the worker creation of only those service categories and service types associated with the worker's county. The authorized user enters the Long Description, Medium Description, and Short Description of the service. If desired, the user can click the 'Srvc Code' button in order to generate the next available numeric service code. The user then clicks Continue and is taken to the Maintain Service Type and Rate page. On this page, the user enters service type specific information related to accounting information, payments, rates, and licensing requirements.

Throughout eWiSACWIS, long descriptions are primarily used for reporting purposes and are generally not displayed. Medium descriptions are the values that are contained within the drop down selection lists. Short descriptions are displayed once they have been selected from the drop down values.

A service category may contain one or more service types and a service type may be contained within one or more service categories.

### **1.2.1.2. Page Information**

**Box:** Service Type

**Fields:** County: County for which the service is being created, maintained, or viewed; defaults and pre-fills to county of worker accessing the page; drop down list enabled (and field becomes user editable) only for those workers with "View

	All Counties” access; required field.
Service Category:	All available service categories; user selected drop down list if service action chosen is ‘Maintain’ existing service or ‘View’ existing service; disabled if the service action chosen is ‘Create’ new service; required field if maintaining or viewing an existing service.
Long Description:	The long name for a given service type (40 characters); user selected drop down if maintaining or viewing an existing service; user entered if the service action is creating a new service; required field.
Medium Description:	The medium name for a given service type (25 characters); user selected drop down if maintaining or viewing an existing service; user entered if the service action is creating a new service; required field.
Short Description:	The short name for a given service type (15 characters); user selected drop down if maintaining or viewing an existing service; user entered if the service action is creating a new service; required field.
Service Code:	The numerical code corresponding to the selected service; system derived if maintaining or viewing an existing service; user entered if creating a new service; required field.
<b>Buttons:</b>	
Continue	Takes the user to Maintain Service Type and Rate page
Close	Standard Close Processing
Srv Code	<b>Create Mode Only.</b> Populates the service code with the next available service code number.

### 1.2.1.3. Background Processing

1. When the page opens, the system allows service type information to be created, maintained, or viewed based on the county of the worker launching the page. If creating a new service, a filter is applied allowing the worker creation of only those service categories and service types associated with the worker’s county. A worker with “View All Counties” access has the ability to create service categories and service types for all counties. If a view or maintain service action is chosen, a filter is applied allowing the worker selection of only those service categories and service types associated with the worker’s county. A worker with “View All Counties” access has the ability to view or maintain data for all counties.

2. If creating a new service, the worker must type in the Long Description, Medium Description, and Short Description:
  - The “Service Category” field will be disabled, and is not selectable by the user;
  - The “Long Description” field will be enabled, and is required;
  - The “Medium Description” field will be enabled, and is required;
  - The “Short Description” field will be enabled, and is required.
  - The “Service Code” field will be enabled, and is required.
3. If maintaining or viewing an existing service, a service category must be selected before the long, medium, or short description fields are enabled. When either the long, medium, or short descriptions have been selected, the other two fields will pre-fill with the appropriate descriptions.

#### **1.2.1.4. Save Processing**

1. If a pre-existing Service Code is entered for a new service type, an error message “Duplicate Service Type. Please try again” will be displayed.
2. If any of the Long, Medium or Short descriptions are left blank, then an error message “Please enter data in the fields which are highlighted” will be displayed.
3. If a Service Code is not entered for a new service; an error message “ Please enter data in the fields which are highlighted – Service Code” will be displayed.

#### **1.2.1.5. CRUD Matrix**

<b>TABLE NAME</b>	<b>CRUD</b>
Service Type	R

## 1.2.2. Page - Maintain Service Type and Rate

### 1.2.2.1. Page Overview

#### Navigation

This page is accessed from the Service Type page, which in turn is accessed from the Service Types option in the Maintain menu bar item.

#### Page Summary

The Maintain Service Type and Rate page allows a worker to document the necessary information associated with maintaining or creating an approved list of service types and associated licensing and training. The page consists of a basic header group box and two tabs, 'Service Specifics' and 'Licensing and Training'.

Each service type has many attributes that are used by other parts of the system. An additional section ‘Relationships to Other Topics’ is documented for each tab to explain any interdependencies.

#### **1.2.2.2. Page Information**

**Box:** Service Information

<b>Fields:</b>	Service Type:	The service type that the user selected in the Service Type page; editable if creating or maintaining a service type; not editable if viewing an existing service.
	Code:	The service code associated with the service type that is being maintained, viewed or created; system derived from the service code on the service type page; non-modifiable.
	County:	The county associated with the service type that is being maintained, viewed or created; system derived based on the county in the Service Type page; non-modifiable.

#### **1.2.2.3. Background Processing**

1. If ‘View’ has been selected, the values associated with the selected service type will pre-fill the corresponding fields within the Maintain Service Type and Rate page. All fields are view only.
2. If ‘Maintain’ has been selected, the values associated with the selected service type will pre-fill the corresponding fields within the Maintain Service Type and Rate page. Other than Rate Type selection and the ‘Type,’ ‘Period,’ and ‘Amount’ fields in the Spending Limit group box, all values are modifiable.
3. If ‘Create’ has been selected, the Long Description and Service Code will pre-fill the Service Type and Code within the Maintain Service Type and Rate page.

### 1.2.3. Tab 1 - Service Specifics

#### 1.2.3.1. Tab Overview

The Service Specifics tab is used to set up the necessary attributes which will drive service type related to processing within the system. For each service type, authorized users can specify a service group, service category, payment-related information, accounting information and other flags that trigger edits throughout the system.

#### 1.2.3.2. Tab Information

**Box:** Service Type Specifics

**Fields:** Case Required: Indicates whether or not a case is required when documenting payments for service deliveries; user selected checkbox; defaults to unchecked when creating a new service; not required.

Title XIX Possible: Indicates whether or not the specific service is Title XIX eligible; user selected checkbox; defaults to unchecked

		when creating a new service; not required.
1099 Eligible:		Indicates whether or not a 1099 Tax Form should be generated for the specific service; user selected checkbox; defaults to unchecked when creating a new service; not required.
In Home Service:		Indicates whether or not this is an In-Home Service; user selected checkbox; defaults to unchecked when creating a new service; not required. When unchecked the drop down list for service category is filtered to only show out of home type service categories. If this checkbox is checked the drop down is filtered to only show in home service categories.
Override PA Rule:		Indicates whether the PA Rule (payments are issued to the provider's designated Parent Agency) should be overridden; user selected checkbox; defaults to unchecked when creating a new service; not required.
Service Group:		Specifies the super category relating to the specific service; user selected drop down; defaults to blank when creating a new service; required.
Service Category:		Specifies the service category relating to the specific service selected; user selected drop down; defaults to blank when creating a new service; required. Filters based on the status of the In Home Service checkbox.
Age Range:		Specifies the age range for the specific service; defaults to 'None' if creating a new service; user selected drop down; required.
Title IV-E Eligibility:		Specifies whether or not the specific service is qualified as Title IV-E Eligible; defaults to 'Non-Title IV-E' if creating a new service; user selected drop down; required.
Next Service Type:		Indicates the service type for the birthday batch to use when a child ages up to the next age range of service; user selected drop down; filtered based on service category; required if the Age Range for the service is 0-4, 5-11, or 12-14; disabled if age range is "None", 15+, or if the service setup is unpaid, is not ongoing, or is episode driven.
<b>Box:</b>	Payments	
<b>Fields:</b>	Payments Allowed:	Indicates whether or not payment for the specific service are allowed; defaults to checked when creating a new service; user selected checkbox; not required.
	Ongoing Service/ Placement:	Indicates whether or not payment for the specific service is

	a on-going/placement; user selected checkbox; defaults to unchecked when creating a new service; not required.
Amount Auto Calculated:	Indicates whether or not payment amount for the specific service is automatically calculated by the system; defaults to checked when creating a new service; user selected checkbox; not required.
Service Spans Multiple Days:	Indicates whether or not the specific service may span more than one day; user selected checkbox; defaults to unchecked when creating a new service; not required.
Rate by Child Allowed:	Indicates whether or not a rate by a child is allowed for a specific service type; defaults to selected when creating a new service; user selected checkbox; not required.
Non-System-Disbursed Payment:	Indicates whether or not check disbursements are allowed for a specific service type; user selected checkbox; defaults to unchecked when creating a new service; not required.
CCI Payment:	Indicates whether or not the payment for the specific service type is a Child Caring Institution (CCI) payment; user selected checkbox; defaults to unchecked when creating a new service; not required.
Full Month:	Specifies the Full Month payment should be paid to Provider if placement existed within that month; defaults to unchecked when creating a new service; not required.
Advance:	Specifies that the payment is an Advance payment for services (both Adoption Assistance and Kinship Care payments are made in advance) defaults to unchecked when creating a new service; not required.
Negative Payment Allowed:	A flag that specifies a user can select whether the service type should or should not allow a negative payment.
Client Unit Type:	Specifies the specific rate type used by the current service type; defaults to 'None' when creating a new service; user selected drop down; required if 'Payments Allowed' checkbox is selected.
Approval Level	

	Required:	Specifies the approval level required in regard to payments; user selected drop down; required if 'Payments Allowed' checkbox is selected.
	Date Last Paid:	The date of the last recorded payment for the specific service type; view only
<b>Box:</b>	Accounting Information	
<b>Fields:</b>	Reporting Category:	The Reporting Category corresponding to the account number(s); user selected drop down list; required if 'Payments Allowed' checkbox is selected.
<b>Box:</b>	Statewide Reporting Group	
<b>Fields:</b>		The Statewide Reporting Group that this service type belongs to; not required.
<b>Box:</b>	Rate Type	
<b>Fields:</b>	By Service:	Indicates that the specific service has a service based rate; this rate will be stored in the Service Rate table; user selected radio button; defaults to selected when creating a new service.
	By Provider:	Indicates that the specific service has a provider service based rate; this rate will be stored in the Provider Service Rate table; user selected radio button.
<b>Box:</b>	Spending Limit	
<b>Fields:</b>		
	Type:	Displays the type of spending limit associated with a specific service type; view only on this page. Modifiable via the Maintain > Statewide Rate and Eligibility Cost page.
	Period:	Displays the length of time to which the spending limit applies; view only on this page. Modifiable via the Maintain > Statewide Rate and Eligibility Cost page.
	Amount:	Displays the spending limit amount associated with a specific service type for the time period listed above; view only on this page. Modifiable via the Maintain > Statewide Rate and Eligibility Cost page.
	Approval Level for Override:	Specifies the approval level required for overriding the chosen spending limit; user selected drop down list; required if Spending Limit Type is not 'N/A' and 'Payments Allowed' checkbox is selected. <i>Note the spending limit type, period and amount are not maintained on this page. Only the county specific approval override is.</i>

<b>Buttons:</b>	Save:	Standard Save Processing
	Close:	Standard Close Processing
	Rate:	Takes the user to the Service Rate page; required if 'Payments Allowed' and 'Amount Auto Calculated' checkboxes are both selected.

### **1.2.3.3. Background Processing**

1. If 'Payments Allowed' checkbox is not selected, the 'Approval Level Required' and 'Client Unit Type' in the Payments group box are disabled.
2. If "Ongoing Services/Placement" checkbox is selected, then 'Amount Auto Calculated' and 'Service Spans Multiple Days' checkboxes are selected automatically and cannot be edited.
3. The Rate button is enabled only if 'Amount Auto Calculated' and 'Payments Allowed' checkboxes are selected, and 'By Service' is selected as the rate type.
4. If 'Payments Allowed' checkbox is not selected, all payment related information except Ongoing Service/Placement is disabled. This includes information in Payments, Accounting Information and Spending Limits group boxes. In addition, the Rate button will be disabled as well as the 'Full Month' and 'Advance' checkboxes.
5. If the 'Payments Allowed' checkbox is selected, payment related information is enabled. This includes information in the Payments group box, the 'Reporting Category' drop down and the Spending Limit 'Type' drop down. In addition, the 'Full Month' and 'Advance' checkboxes will be enabled.
6. If 'Type' is equal to 'N/A' in the Spending Limit group box, then ~~'Period', 'Amount' and~~ 'Approval Level for Override' within the Spending Limit box will not be enabled.
7. If the 'Override Parent Agency' checkbox is checked, all payments for the specified service type will be issued to the specific provider instead of the Parent Agency.
8. If the Payments Allowed, Ongoing Service/Placement, and Case Required checkboxes are all selected, and an age range of 0-4, 5-11, or 12-14 is selected, and the CCI Payment checkbox is unchecked, then the Next Service Type dropdown will activate. The list is filtered based on services with the same service category as the current service being maintained. For all other configurations the Next Service Type dropdown will be null and deactivated.
9. When inserting a new service type on the Maintain Service Type and Rate page, after the user:
  - 1) Selects a value from the Statewide Reporting Group (SWRG) dropdown,
  - 2) Changes the 'Rate Type' radio button to 'By Service',
  - 3) Checks the 'Payments Allowed' checkbox,
  - 4) Checks the 'Ongoing Service/Placement' checkbox, or
  - 5) Unchecks the 'Rate by Child Allowed' checkbox,

the system checks whether:

- a) The service type is ongoing and paid according to a service-based rate (Service\_Type.fl\_pmnt\_allwd='Y' and Service\_Type.fl\_prvd\_rate='N' and Service\_Type.fl\_chld\_rate='N' and Service\_Type.fl\_rec\_elig='Y').
- b) There is a value selected in the SWRG dropdown and there is at least one row in the Statewide\_Service\_Rate table for the selected SWRG (Statewide\_Service\_Rate.cd\_sw\_rpt\_grp = Service\_Type.cd\_sw\_rpt\_grp)

If the two conditions are met, the user will receive a message that says 'Statewide rates exist for this service type. After saving your changes, please review the copied over rates.' Also, the Rate button becomes disabled (until the page information is saved).

Upon save, the associated records (Statewide\_Service\_Rate.cd\_sw\_rpt\_grp = Service\_Type.cd\_sw\_rpt\_grp) from the Statewide\_Service\_Rate table are copied to the Service\_Rate table.

#### **1.2.3.4. Relationships to Other Topics**

1. Selecting 'Payments Allowed' and 'Ongoing Service/Placement' and 'Amount Auto Calculated' and 'Service Spans Multiple days' checkboxes indicates that payments for the specific service type are on-going. On-going payments are automatically processed by the system. The service type will appear on the 'Service Type' drop down on the Out of Home Placement page (*SM10a- Out of Home Placement*).
2. Selecting 'Payments Allowed', 'Ongoing Service/Placement', 'Amount Auto Calculated', 'Service Spans Multiple days' checkboxes and an age range of '0-4', '5-11', '12-14' (and not selecting CCI payment) indicates the system birthday batch will process the placement change when the child reaches the appropriate specific age (*PM02a- Home Provider*).
3. Selecting 'Payments Allowed' and not selecting 'Ongoing Service/Placement' indicates that payments for this service are one-time payments. One-time payments are entered using the Payment Request page (*FM01- Process Payments*). The service type will appear on the 'Service Type' drop down on the Payment Request page.
4. For one-time payments, selecting a value other than 'N/A' for 'Spending Limit Type' will enforce spending limits on amounts entered on the Payment Request page (*FM01- Process Payments*). For more details, refer to *FM01- Process Payments*.
5. For one-time payments, selecting the 'Service Spans Multiple days' checkbox enables the 'End Date' on the Payment Request page (*FM01- Process Payments*).
6. For one-time payments, selecting the 'Amount Auto Calculated' checkbox disables the 'Amount' field on the Payment Request page (*FM01- Process Payments*).
7. For one-time payments, selecting the 'Case Required' checkbox requires the user to include the Case and Case Participant information on the Payment Request page (*FM01- Process Payments*). For more details, refer to *FM01- Process Payments topic*.
8. For one-time payments, selecting a value other than 'None' for 'Client Unit Type' drop down, enables the 'Units field' on the Payment Request page (*FM01- Process Payments*), allowing the user to enter the number of units of service.

9. Selecting 'By Service' as the 'Rate Type' (and not selecting the 'Rate by Child Allowed') indicates a service-based rate. The rate is entered using the Service Rate page accessed from Maintain Service Type and Rate page.
10. Selecting 'By Provider' as the Rate Type (and not selecting the 'Rate by Child Allowed') indicates a provider-based rate. The rate is entered using the Provider Service Rate page.
11. Selecting 'Rate by Child Allowed' overrides any service- or provider-based rates available for this service. The 'Child Specific Rate' field is enabled on the Out of Home Placement page (*SM10a: Out of Home Placement*).
12. For one-time payments, selecting the 'Non-System-Disbursed Payment' checkbox indicates that checks will not be for the service type. It could be that the payments are made out of contingency funds accounts or non-system-disbursed. For more details on processing of emergency payments, refer to *FM01: Process Payments* and *FM02: Issue/Reconcile Checks* topics.
13. For ongoing payments, selecting the 'CCI Payment' checkbox indicates a Child Caring Institution (CCI) payment. CCI payments are treated as episode-based recurring payments that require the worker to enter the number of days the child was actually in the CCI facility. CCI services are processed by the Create Pending Episode-Driven Payments batch program.
14. The 'Date Last Paid' field is updated by the Calculate-Ongoing Amounts batch program (*FM01: Process Payments*). It is also used to determine if service rate has changed since the last payment. For more details, refer to Trigger 6100 (described below in the Triggers section) and to *FM01: Process Payments*.
15. If 'Age Range' specified is not 'None', then system will verify that age of the child receiving a service falls in the required age range for that service. For more details, refer to *SM10a: Out of Home Placement* topic.
16. If the 'Override Parent Agency' checkbox is checked, out of home placements made with that service type will automatically have the Override Parent Agency checkbox on the Provider tab checked. The user may uncheck the box to indicate that the payment will be issued to the Parent Agency instead.

### 1.2.4. Page - Service Rate

**Service Rate -- Web Page Dialog**

**eWiSACWIS** Print Spell Check Help

**Service**

Type: Foster Home - Relative 0-4 years old Code: 10026

**Service Rates**

Effective Date	Last Updated Date	Rate Period	Rate
01/1980	01/01/1980	Monthly	\$296.00
01/1998	01/01/1998	Monthly	\$296.00
01/2000	02/10/2000	Monthly	\$299.00
01/2001	01/04/2001	Monthly	\$302.00

Insert

Continue Close

#### 1.2.4.1. Page Overview

##### Navigation

Clicking on the Rate button on the Service Specifics tab accesses this page. The Rate button is enabled only if the specific service type has a service based rate rather than a provider based service rate and the payments for the service are automatically calculated by the system.

##### Page Summary

This pop-up page displays the rate information associated with a specific service type. The provider based service rate page will be used to record CARS contract service types including Contract ID numbers and Units authorized. Authorized users can modify provider based service rates through *PM02a: Home Provider* or *PM02b: Private Provider*.

**1.2.4.2. Page Information****Box:** Service**Fields:** Type: Displays the selected service type; system derived from the Service Type page; view only

Code: Displays the service code associated with the selected service type; system derived from the Service Type page; view only

**Box:** Service Rates**Fields:** Effective Date: Displays the start date of the rate for the selected service type; mm/yyyy; system derived from the Service Rate table for already existing service rate information; user entered if creating new rate information; required.

Last Updated Date: Displays the last updated date of the rate for the selected service type rate; system derived from the Service Rate table for already existing service rate information; view only.

Rate Period: Displays the Rate period for the selected service type (Daily, Monthly); system derived from the Service Rate table for already existing service rate information; user entered if creating new rate information; defaults to Daily; required.

Rate: Displays the Rate for the selected service type; system derived from the Service Rate table for already existing service rate information; user entered if creating new rate information; required.

Delete: Deletes the row (if it has not been saved yet).

**Buttons:** Continue: Returns the user back to the Service Specifics tab

Close: Standard Close Processing

Insert: Inserts a new row in the group box

**1.2.4.3. Background Processing**

1. The Rate button is enabled only if the specific service type has a service based rate.

### 1.2.5. Tab 2 – Licensing and Training

**Maintain Service Type and Rate - Microsoft Internet Explorer**

**eWiSACWIS** Print Spell Check Help

**Service Information**

Service Type: Foster Home - Relative 0-4 years old Code: 10026 County: Milwaukee

**Service Specifics** **Licensing and Training**

**License Information**

License Type Required:  
Foster Care - HFS 56

Service Automatically Enabled By:  
Foster Care - HFS 56

☐ Parent Organization Requires License

**Training Type Required**

Add/Edit

Save Close

Done Internet

#### 1.2.5.1. Tab Overview

The Licensing and Training tab is used to establish licensing requirements related to a specific service type. The license information group box specifies the license required to offer a service type. If the required license type authorizes the selected service type, both fields will be pre-filled with the same licensing information. The Parent Organization and Training Type Required functionality is disabled.

#### 1.2.5.2. Tab Information

**Box:** License Information

**Fields:** License Type Required: Displays the required license type that providers must have before a service can be activated; user selected drop down list; defaults to 'No Existing License Type' when creating new service types; required.

Service Automatically Enabled by: Displays the license type that automatically adds and activates the selected service type to the provider's record;

		user selected drop down list; defaults to 'No Existing License Type' when creating new service types; required.
Parent Organization Requires License:		Disabled; Indicates whether or not a parent organization license is required for a specific service type; user selected checkbox. Wisconsin does not require a Parent Organization to be licensed for a Provider to be licensed for specific service types.
<b>Box:</b>	Training Type Required	
<b>Fields:</b>	Training Type:	Disabled; Displays the required training that providers must attend before a service can be activated; populated by the training courses selected on the Training Type page. Wisconsin does not require Training as a requirement for licensure.
<b>Buttons:</b>	Save:	Standard Save Processing
	Close:	Standard Close Processing
	Add/Edit:	Disabled; Accesses the Training Type page

### 1.2.5.3. Background Processing

1. The following are two valid combinations for the 'License Type Required' and 'Service Automatically Enabled By' drop downs:

- The same license type value is selected for 'License Type Required' and for 'Service Automatically Enabled By' drop downs.
- Any license type value is selected for 'License Type Required' drop down, and 'No Existing license Type' is selected for 'Service Automatically Enabled By' drop down.

For all others, a message 'License Authorized must be equal to the Selected License Type Required' will be displayed.

### 1.2.5.4. Relationships to Other Topics

1. If 'No Existing License Type' option is selected for 'License Type Required' and for 'Service Automatically Enabled By' drop downs, then the service type does not require licensing. User may add and activate the service type manually on the Services tab of *PM02a Home Provider* and *PM02b Private Provider* pages.
2. If a specific license type value is selected for 'License Type Required' drop down, and 'No Existing License Type' is selected for 'Service Automatically Enabled By' drop down, then the provider must have the specified license type.

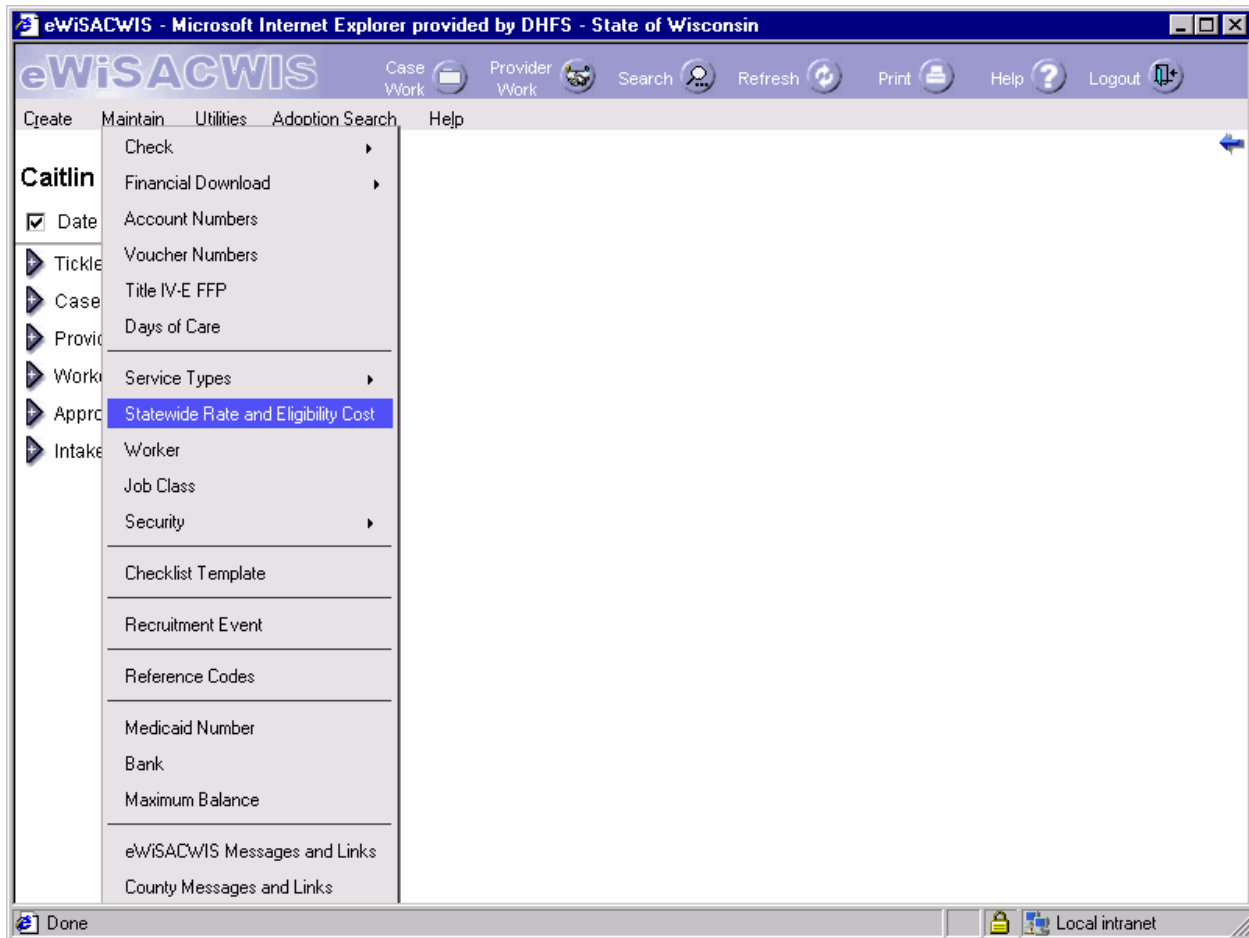
### **1.2.6. Save Processing**

1. Upon clicking the Save button on the Maintain Service Type and Rate page, the information contained within the Service Specifics tab and Licensing and Training tab information will be saved to the Service Type table.
2. If the Next Service Type dropdown has a value a row will be inserted to the Birthday table with the current cd\_srvc, the specified cd\_srvc\_next, and the max age for the current service. If a row already exists on the Birthday table, the field cd\_srvc\_next will be updated. If the Next Service Type dropdown value is set to null (by selecting an Age Range of None, for example) the row on the Birthday table will be deleted.
3. Upon clicking the Continue button on the Service Rate page, the information contained within the page will be saved to the Service Rate table.
4. If a new rate has been entered on the Service Rate page, the system pre-fills the Last Updated Date field on this page with the current system date.
5. If the 'Amount Auto Calculated' checkbox is selected, the Rate Type is chosen as 'by Service', and no rate is entered via the Service Rate page, then an error message "You must create the Service Rate for the Service Type" is displayed.

### **1.2.7. CRUD Matrix**

TABLE NAME	CRUD
Service Type	CRU
Service Rate	CRU

### 1.2.8. Page –Statewide Rate and Eligibility Cost Maintenance



## Maintain Service Specific Rate

Maintain Statewide Rate and Eligibility Cost - Microsoft Internet Explorer provided by DHFS - St...

**eWiSACWIS** Print Spell Check Help

**Selection Criteria**

☒ Service Specific Rate ☐ Budgeted Provider Specific Rate ☐ Audited Provider Specific Rate  
☐ Budgeted Provider Eligibility Cost ☐ Audited Provider Eligibility Cost

Statewide Reporting Group: AAFC Foster Home Non Rel 0-4 years old **Insert** **Clear Fields**

**Rate History**

Effective Date	Last Updated Date	Rate Period	Rate
05/2003	10/24/2003	Monthly	\$300.00
04/2003	10/24/2003	Monthly	\$100.00

Options:  **Go** **Close**

Done Local intranet

## Maintain Provider Specific Rate

Maintain Statewide Rate and Eligibility Cost - Microsoft Internet Explorer provided by DHFS - St...

**eWiSACWIS** Print Spell Check Help

**Selection Criteria**

☐ Service Specific Rate ☒ Budgeted Provider Specific Rate ☐ Audited Provider Specific Rate  
☐ Budgeted Provider Eligibility Cost ☐ Audited Provider Eligibility Cost

Provider Name: John Fallon Provider ID: 20173 [Search](#)

Statewide Reporting Group: Foster Home - Contracted 12-14 years old [Insert](#) [Clear Fields](#)

**Rate History**

Effective Date	Last Updated Date	Rate Period	Rate
10/2003	10/24/2003	Daily	\$30.00
01/2002	10/24/2003	Monthly	\$103.00

Options: [Go](#) [Close](#)

Done Local intranet

## Maintain Provider Eligibility Cost

Maintain Statewide Rate and Eligibility Cost - Microsoft Internet Explorer provided by DHFS - St...

**eWiSACWIS** Print Spell Check Help

**Selection Criteria**

☐ Service Specific Rate ☐ Budgeted Provider Specific Rate ☐ Audited Provider Specific Rate

☒ Budgeted Provider Eligibility Cost ☐ Audited Provider Eligibility Cost

Provider Name: Warm Welcome Provider ID: 20187 [Search](#)

Statewide Reporting Group: Reception Center [Insert](#) [Clear Fields](#)

**Eligibility Cost History**

Effective Date	Entered Date	Title XIX%	Admin. %	Maint. %
04/20/2003	10/24/2003	45.00	20.00	35.00
02/20/2003	10/24/2003	10.00	20.00	70.00

Options: [Go](#) [Close](#)

Done Local intranet

### **1.2.8.1. Page Overview**

#### Navigation

The Maintain Statewide Rate and Eligibility Cost page is accessed via the Maintain > Statewide Rate and Eligibility Cost menu from the eWiSACWIS menu. This page allows users to maintain service specific and provider specific rates as well as spending limits and to maintain provider eligibility costs across different counties

This page gives the State the ability to maintain basic rates, service spending limits, provider specific budgeted and audited rates, and provider budgeted and audited eligibility costs at a statewide level, rather than at an individual level. Users can maintain this information at a central location. Users can record monthly and daily rates for the placement service types for providers as well as provider eligibility costs within eWiSACWIS.

Once the information is saved to the database, the user is able to view the service specific or budgeted provider specific rate/eligibility cost updates on the Service Rate page via the Maintain > Service Rate, or on the Provider Service Rate/Eligibility Cost page via the Provider Maintenance page for that particular provider.

On opening the Maintain Statewide Rate and Eligibility Cost page, the user can select whether they want to update service specific rates (which includes spending limits), provider specific rates or provider eligibility costs. If the user is updating a service rate by provider type, or updating provider eligibility costs, the user will have the option of either updating budgeted rates or audited rates. (Users will not be able to update audited provider rates until the December release of eWiSACWIS). A Search hyperlink appears on the page once the Budgeted or Audited Provider Specific Rate radio button or the Budgeted/ Audited Provider Eligibility Cost radio button is selected. The Search hyperlink and the Provider information row do not appear when the Service Specific Rate radio button is selected.

After the user selects the Search hyperlink, a new page displays where the user performs a provider search in eWiSACWIS for a particular provider by entering the provider's name or the provider ID. The user then selects the 'Search' button. The Provider Search page will then display a listing of all the providers that are found in eWiSACWIS matching this criterion. The user will then select the radio button of the correct provider. A 'Continue' button displays at the bottom of the page to allow the user to return to the Statewide Rate and Eligibility Cost Maintenance page.

The user must also select a statewide reporting group. Based on a filter, the Statewide Reporting Group is a dropdown menu of statewide reporting groups. After selecting the Statewide Reporting Group, the user is able to view the history of relevant statewide rate or eligibility cost changes on this page.

The user is able to select the radio buttons in succession. When the user selects one of the provider-specific radio buttons (Budgeted Provider Specific Rate, Audited Provider Specific Rate, Budgeted Provider Eligibility Cost, or Audited Provider Eligibility Cost), the Provider

Name, ID and Statewide Reporting Group selected from the previous action will be carried over. The Search hyperlink will also be enabled. If the user chooses to change the selected provider in the new update, the user can select the 'Clear Fields' button before choosing a different radio button.

A Rate/Eligibility Cost History group box displays at the bottom of the Statewide Rate and Eligibility Cost Maintenance page. The section displays any past Statewide service specific and provider specific rate changes and eligibility costs based on the radio button selected.

An Options drop down allows the user to download more detailed information for those service specific and provider specific rates and provider eligibility costs updated.

#### **1.2.8.2. Page Information**

<b>Box:</b>	Selection Criteria	
<b>Radio</b>	Service	
<b>Buttons:</b>	Specific Rate	User-selected radio button; indicates that the statewide service changes will be made for service specific rates and/or service spending limits; is the default radio button when first opening this page.
	Budged Provider	
	Specific Rate	User-selected radio button; indicates that the statewide service rate changes will be made for budged provider specific rates.
	Audited Provider	
	Specific Rate	User-selected radio button; indicates that the statewide service rate changes will be made for audited provider specific rates; button will be disabled until the December release.
	Budged Provider	
	Eligibility Cost	User-selected radio button; indicates that the statewide eligibility cost changes will be made for budged provider eligibility costs.
	Audited Provider	
	Eligibility Cost	User-selected radio button; indicates that the statewide eligibility cost changes will be made for audited provider eligibility costs; button will be disabled until the December release.
<b>Fields:</b>	Provider	Displays the name of the provider for which the rate applies; system derived from the Provider Organization

table; view only; applicable only when the Budgeted Provider Specific Rate, Audited Provider Specific Rate, Budgeted Provider Eligibility Cost, or Audited Provider Eligibility Cost radio button is selected.

	Provider ID	Displays the unique identifier of the provider for which the rate applies; system derived from the Provider Organization table; view only; applicable only when the Budgeted Provider Specific Rate, Audited Provider Specific Rate, Budgeted Provider Eligibility Cost, or Audited Provider Eligibility Cost radio button is selected.
<b>Hyperlink:</b>	Search	This hyperlink displays only when either the Budgeted/Audited Provider Specific Rate radio button or the Budgeted/Audited Provider Eligibility Cost radio button is selected; links to the Provider Search page where the user enters a provider name or provider ID and searches the Provider Organization table for a particular provider for which a rate change will occur.
<b>Dropdown Menu:</b>	Statewide Reporting Group	Dropdown menu of the statewide reporting groups in eWiSACWIS based on filter; required field.
<b>Buttons:</b>	Close	Standard Close processing.
<b>Option Menu</b>		
<b>Drop Downs:</b>	Export Rate List	Allows the user to export into an excel spreadsheet the information that was updated on the various tables per the statewide rate change.
	Export Eligibility Cost List	Allows the user to export into an excel spreadsheet the information that was updated on the various tables per the statewide provider eligibility cost change.
<b>Box:</b>	Rate History Group Box	
<b>Fields:</b>	Effective Date	Displays the start (effective) date of the rate for the selected service type; mm/yyyy format; view only.

Last	
Updated Date	Displays the date on which the row was entered; mm/dd/yyyy format; pre-filled; view only.
Rate Period	Displays the rate period for the selected service type (Daily, Monthly); view only.
Rate	Displays the rate for the selected service types; view only.

**Box:** Eligibility Cost Group Box

<b>Fields:</b>	Effective Date	Displays the date the percentage was effective; view only field; mm/dd/yyyy format.
	Entered Date	Displays the date the percentage was entered; system derived date field; mm/dd/yyyy format; view only.
	Title XIX %	This is the percentage of eligible Title XIX costs; view only field.
	Admin %	This is the percentage of administrative costs; view only field.
	Maint %	This is the percentage of maintenance costs; view only field.

### 1.2.8.3. Background Processing

1. A 'Search' hyperlink displays on the Statewide Rate and Eligibility Cost Maintenance page that links to the Provider Search page. Users may use the Search hyperlink to search for the providers where the service rate or provider eligibility cost should be updated.
  - The Search hyperlink is enabled only when one of the following radio buttons are selected – Budgeted Provider Specific Rates, Audited Provider Specific Rates, Budgeted Provider Eligibility Cost, or Audited Provider Eligibility Cost.
  - The Search hyperlink opens the standard Provider Search page.
  - The user either types in the provider name or provider ID number on the Provider Search page.
  - The provider name selected from the Provider Search window pre-fills into the Provider Name field on the Statewide Rate and Eligibility Cost Maintenance page.
  - The corresponding provider ID from the Provider Search window pre-fills into the Provider ID field on the Statewide Rate and Eligibility Cost Maintenance page.
  - If the user accesses the Provider Search page and cancels the search, the user is returned to the Statewide Rate and Eligibility Cost Maintenance page.

- Verify that one of the following fields are filled in on the Provider Search window – provider last name or provider ID.
- If both fields are null, pop-up the following error message – “Please enter data in the fields that are highlighted – Last/Provider”.

## 2. Other Background Processing:

- Only one radio button should be selected and is required – Service Specific Rate, Budgeted Provider Specific Rate, Audited Provider Specific Rate, Budgeted Provider Eligibility Cost, or Audited Provider Eligibility Cost.
- Following fields are required: - Statewide Reporting Group.
- Following fields are system-filled: - Provider Name, Provider ID (if applicable), and Rate/ Eligibility Cost History sections
- Audited Provider Specific Rate and Audited Provider Eligibility Cost radio buttons will be disabled until the December release.
- If the Service Specific Rate radio button is selected, the Search hyperlink and Provider Name and ID fields do not display on the page.
- If the Budgeted Provider Specific Rate or Budgeted Provider Eligibility Cost radio button is selected, the Provider Name and Provider are **required**, and the Search hyperlink displays on the screen and is required.
- If the Budgeted Provider Specific Rate or Budgeted Provider Eligibility Cost radio button is selected, the Statewide reporting group is disabled until a provider is searched for.
- If the radio button is changed from a Provider Rate/Eligibility Cost to the Service Specific Rate (or vice versa), the Statewide Reporting Group and Rate/Eligibility Cost History is reset. The provider information is displayed only as applicable.
- If the radio button is changed from a Provider Specific Rate to a Provider Eligibility Cost (or vice versa), the Statewide Reporting group will not be reset. The Rate/Eligibility Cost History information is refreshed and reset. The provider information displays but is not reset or refreshed.
- If the user selects the ‘Clear Fields’ button, all fields are reset and refreshed.
- The Rate/ Eligibility Cost History section is a repeating group box that displays past Statewide rate or cost changes for the selected radio button, statewide reporting group and provider (if applicable).
- If a Rate radio button is selected, the Eligibility Cost History table is hidden and only rate information is displayed and vice versa.
- The Rate/ Eligibility Cost History section displays the most recent updates on the screen (in descending creation date order) and uses a vertical scrollbar to view past changes.

- Once the information is saved to the database, the user is able to view updates to the Provider Eligibility Cost page or the Provider Specific Rate page via the Provider Maintenance page of the particular provider.
  - Once the information is saved to the database, the user is able to view updates to the Service Specific Rate page via the Maintain > Service Type.
3. By choosing 'Export Rate List' in the Options Menu Drop down, the user is able to export the updated records to a spreadsheet, in the eWiSACWIS folder.
- The following column titles exist on the spreadsheet:
    - Statewide reporting group and name, type of rate (service specific, budgeted provider specific, or audited provider specific), service type code and name, provider name and ID (if applicable), effective date, last updated date, rate period, rate, and county name and ID
  - The information is retrieved based on the following criterion:
    - Service Specific Rate  
CODE\_DESC.ID\_GRP = 'REGION' and  
CODE\_DESC.id\_grpi = SERVICE\_TYPE.cd\_cnty and  
SERVICE\_TYPE.fl\_chld\_rate = 'N' and  
SERVICE\_TYPE.fl\_prvd\_rate = 'N' and  
SERVICE\_TYPE.fl\_pmnt\_allwd = 'Y' and  
SERVICE\_TYPE.fl\_auto\_calc = 'Y' and  
SERVICE\_TYPE.cd\_srvc = SERVICE\_RATE.cd\_srvc and  
SERVICE\_TYPE.cd\_sw\_rpt\_grp = SELECTED.cd\_sw\_rpt\_grp (from drop down)
    - Provider Specific Rate  
CODE\_DESC.ID\_GRP = 'REGION' and  
CODE\_DESC.id\_grpi = SERVICE\_TYPE.cd\_cnty and  
SERVICE\_TYPE.fl\_prvd\_rate = 'Y' and  
SERVICE\_TYPE.cd\_srvc = PRVD\_SRVC\_RATE.cd\_srvc and  
PRVD\_SRVC\_RATE.id\_prvd\_org = SEARCHED.id\_prvd\_org and  
SERVICE\_TYPE.cd\_sw\_rpt\_grp = SELECTED.cd\_sw\_rpt\_grp (from drop down)
  - The excel spreadsheet is sorted ascending by county, statewide reporting group, service type, and in descending creation date order.
4. By choosing 'Export Eligibility Cost List' in the Options Menu Drop down, the user is able to export the updated records onto a spreadsheet, in the eWiSACWIS folder.
- The following column titles exist on the spreadsheet:

- Statewide reporting group and name, service type and name, provider name and ID, effective date, entered date, Title XIX %, Admin %, Maint %, and county name and ID
    - The information is retrieved based on the following criterion:
      - CODE\_DESC.ID\_GRP = 'REGION' and
      - CODE\_DESC.id\_grpi = SERVICE\_TYPE.cd\_cnty and
      - SERVICE\_TYPE.cd\_srvc = PRVD\_ELIG\_COST.cd\_srvc and
      - PRVD\_ELIG\_COST.id\_prvd\_org = SEARCHED.id\_prvd\_org and
      - SERVICE\_TYPE.cd\_sw\_rpt\_grp = SELECTED.cd\_sw\_rpt\_grp (from drop down)
    - The excel spreadsheet is sorted ascending by county, statewide reporting group, service type, and in descending creation date order.
5. Statewide reporting group filters – For Service Specific and Provider Specific Rates
- A filter of the Statewide Reporting Group is based on the following criterion:
    - Service Specific Rate
      - CODE\_DESC.id\_grp = 'SWSRVRPT' and
      - CODE\_DESC.id\_grpi = SERVICE\_TYPE.cd\_sw\_rpt\_grp and
      - SERVICE\_TYPE.fl\_prvd\_rate = 'N' and
      - SERVICE\_TYPE.fl\_chld\_rate = 'N' and
      - SERVICE\_TYPE.fl\_pmnt\_allwd = 'Y' and
      - SERVICE\_TYPE.fl\_auto\_calc = 'Y'
    - Budgeted Provider Specific Rate
      - CODE\_DESC.id\_grp = 'SWSRVRPT' and
      - CODE\_DESC.id\_grpi = SERVICE\_TYPE.cd\_sw\_rpt\_grp and
      - SERVICE\_TYPE.fl\_prvd\_rate = 'Y' and
      - PROVIDER\_SERVICE.id\_prvd\_org = SEARCHED.id\_prvd\_org and
      - PROVIDER\_SERVICE.cd\_srvc = SERVICE\_TYPE.cd\_srvc
6. Statewide reporting group filters – For Provider Eligibility Costs
- A filter is based on the following criterion:
    - CODE\_DESC.id\_grp = 'SWSRVRPT' and
    - CODE\_DESC.id\_grpi = SERVICE\_TYPE.cd\_sw\_rpt\_grp and
    - PROVIDER\_SERVICE.id\_prvd\_org = SEARCHED.id\_prvd\_org and
    - PROVIDER\_SERVICE.cd\_srvc = SERVICE\_TYPE.cd\_srvc and
    - PROVIDER\_ORG.id\_prvd\_org = SEARCHED.id\_prvd\_org and
    - PROVIDER\_ORG.fl\_home = 'N'

#### 1.2.8.4 Save Processing

None.

### 1.2.8.5 CRUD Matrix

TABLE NAME	CRUD
SERVICE_TYPE	R
CODE_DESC	R
PROVIDER_SERVICE	R
PROVIDER_ORG	R

### 1.2.9. Page - Maintain Statewide Rates

Maintain Statewide Rates -- Web Page Dialog

eWiSACWIS

Print Spell Check ABC Help ?

Statewide Reporting Group: Foster Home - Contracted 12-14 years old Code: 17

☒

**Maintain Statewide Rates**

Effective Date: 00/0000 Last Updated Date:

Rate Period: Daily Rate: \$0.00

☒

**Maintain Spending Limit**

Type: Period: Amount: \$0.00

Save Close

### 1.2.9.1. Page Overview

#### Navigation

The Maintain Statewide Rates page is accessed via the Insert button on the Maintain Statewide Rate and Eligibility Cost page. This page allows users to create statewide service specific and provider specific rates across different counties as well as update service spending limits.

#### Page Summary

The user enters the new statewide service rates and/or spending limits on the Maintain Statewide Rates page that is opened when the 'Insert' button is selected. The pages opens with both sections defaulted to inactive status. The user is able to edit this information while on this page by selecting a checkbox for the data they wish to update. When a checkbox is selected for a group box section, all data fields within that group box become required. Both checkboxes may be selected and both the rate and spending limit may be updated simultaneously. When the user clicks on the 'Save' button, this information is saved and the user remains on the Maintain Statewide Rates page.

### 1.2.9.2. Page Information

**Header:** Statewide Reporting

Group: Displays the Statewide Reporting Group that was selected from the dropdown on the Maintain Statewide Rate and Eligibility Cost page; view only.

Code: Displays the corresponding Statewide Reporting Group Code; view only.

**Box:** Maintain Statewide Rates

**Fields:** Effective Date: Displays the start date of the rate for the selected service type; mm/yyyy format; user-entered; required.

Last Update

Date: Displays current system date; mm/dd/yyyy format; pre-filled; view only.

Rate Period: Displays the rate period for the selected service type (Daily, Monthly); dropdown menu; defaults to Daily; user-entered; required.

Rate: Displays the rate for the selected service types; user-entered; required.

**Box:** Maintain Spending Limit

<b>Fields:</b>	Type:	Displays the type of spending limit associated with a specific service type; user selected drop down; required if 'Payments Allowed' checkbox is selected.
	Period:	Displays the length of time to which the spending limit applies; user selected drop down; required if Spending Limit Type is not 'N/A' and 'Payments Allowed' checkbox is selected.
	Amount:	Displays the spending limit amount associated with a specific service type for the time period listed above; user entered; required if Spending Limit Type is not 'N/A' and 'Payments Allowed' checkbox is selected
<b>Buttons:</b>	Save	Standard Save Processing.
	Close	Standard Close Processing.

### **1.2.9.3. Background Processing**

1. The page opens when the user selects the Service Specific Rate, Budgeted Provider Specific Rate, or Audited Provider Specific Rate radio button and the 'Insert' button.
2. Effective Date, Rate Period and Rate are required fields if the 'Maintain Statewide Rates' checkbox is selected.
3. Date Last Updated is pre-filled with the current date.
4. Type, Period and Amount are required fields if the 'Maintain Spending Limit' checkbox is selected.
5. Changes to the entry can be made until the information is saved.
6. The 'Save' button is disabled until a checkbox is selected and the required fields are entered:
  - Effective Date, Rate Period, and Rate field are required for 'Maintain Statewide Rates'
  - Type, Period, and Amount are required for 'Maintain Spending Limit'
7. Once the 'Save' button is selected all fields and group box information are disabled.

### **1.2.9.4 Save Processing**

1. The user is able to make changes to the record until the time of saving.
2. On saving the record, the information is frozen and the user will not be able to make changes to the record.

3. Rate data is saved to the Service Rate, Statewide Service Rate, Provider Service Rate, or Statewide Provider Service Rate tables, depending on the radio button selected.
4. Spending limit data is saved to the Service Type table.
5. All service types and providers, regardless of inactivity, are updated.
6. After the user inserts the new service rate, the system updates the service rate based on which radio button the user selects.
  - If the user selects the 'Service Specific Rate' radio button, all service type specific rates that are part of the statewide reporting group are updated with the new service rate. This insert is in the SERVICE\_RATE and STATEWIDE\_SRVC\_RATE tables.
  - If the user selects the 'Budgeted Provider Specific Rate' radio button, all provider type specific rates that are part of the statewide reporting group are updated with the new service rate. This insert is in the PRVD\_SRVC\_RATE and STATEWIDE\_PRVD\_SRVC\_RATE tables.

#### 1.2.9.5 CRUD Matrix

TABLE NAME	CRUD
SERVICE_TYPE	R
CODE_DESC	R
PROVIDER_SERVICE	R
PROVIDER_ORG	R
SERVICE_RATE	CR
PRVD_SRVC_RATE	CR
STATEWIDE_SERVICE_RATE	CR
STATEWIDE_PRVD_SRVC_RATE	CR
ONLINE_TRIGGER	C

### **1.2.10. Page - Maintain Statewide Eligibility Costs**

**Maintain Statewide Eligibility Costs -- Web Page Dialog**

eWiSACWIS

Print Spell Check ABC Help ?

Statewide Reporting Group: Reception Center Code: 50  
Provider Name: Warm Welcome Provider ID: 20187

**Maintain Statewide Eligibility Costs**

Effective Date: 05/03/2003 Entered Date:  
Title XIX%: 40 Admin.%: 30 Maint.%: 20

Save Close

#### **1.2.10.1. Page Overview**

##### Navigation

The Maintain Statewide Eligibility Cost page is accessed via the Insert button on the Maintain Statewide Rate and Eligibility Cost page. This page allows users to create statewide eligibility costs across different counties.

##### Page Summary

The user enters the new statewide eligibility costs on the Maintain Statewide Eligibility Costs page that opens when the 'Insert' button is selected. The user is able to edit this information while on this page. When the user clicks on the 'Save' button, this information is saved and the user remains on the Maintain Statewide Eligibility Costs page.

**1.2.10.2. Page Information**

<b>Header:</b>	Statewide Reporting	
	Group:	Displays the Statewide Reporting Group that was selected from the dropdown on the Maintain Statewide Rate and Eligibility Cost page; view only.
	Statewide Reporting	
	Group Code:	Displays the corresponding Statewide Reporting Group Code; view only.
	Provider Name:	Displays the name of the provider for which the rate applies; system derived from the Provider Organization table; view only.
	Provider ID:	Displays the unique identifier of the provider for which the rate applies; system derived from the Provider Organization table; view only.
<b>Box:</b>	Maintain Statewide Eligibility Costs	
<b>Fields:</b>	Effective Date:	Displays the date the percentage was effective; user entered date field mm/yyyy format; required field.
	Entered Date:	Displays the date the percentage was entered; system derived date field mm/yyyy format; view only.
	Title XIX%:	This is the percentage of eligible Title XIX costs; user entered; required.
	Admin %:	This is the percentage of administrative costs; user entered; required.
	Maint %:	This is the percentage of maintenance costs; user entered; required.
<b>Buttons:</b>	Save	Standard Save Processing.
	Close	Standard Close Processing.

**1.2.10.3. Background Processing**

1. This page opens when the user selects Budgeted or Audited Provider Eligibility Cost radio button and the 'Insert' button.
2. Following fields are user-entered and mandatory: - Effective Date, Title XIX%, Admin%, and Maint%.
3. Entered Date is system retrieved from the current system date.
4. Changes to the entry can be made until the information is saved.

5. The Save button is disabled unless the following are entered:
  - Effective Date, Entered Date, Title XIX %, Admin %, and Maint % fields
6. Once the 'Save' button is selected, the Effective Date, Title XIX %, Admin %, and Maint % information are disabled.

#### **1.2.10.4 Save Processing**

1. The user is able to make changes to the record until the time of saving.
2. On saving the record, the information is frozen and the user is not able to make changes to the record.
3. When the worker clicks 'Save', the information is inserted into the PRVD\_ELIG\_COST and STATEWIDE\_PRVD\_ELIG\_COST .
4. The Admin%, Maint.% and Title XIX% fields are required. The total must equal 100%. If not, the following error message will display "The total values for Title XIX, Admin, and Maint must equal 100%."
5. All service types and providers, regardless of inactivity, are updated.

#### **1.2.10.5 CRUD Matrix**

SERVICE_TYPE	R
CODE_DESC	R
PROVIDER_SERVICE	R
PROVIDER_ORG	R
PRVD_ELIG_COST	CR
STATEWIDE_PRVD_ELIG_COST	CR
ONLINE_TRIGGER	C

### **1.3. Inventories**

#### **1.3.1. Table Definitions**

Table Name	Description
------------	-------------

SERVICE_TYPE	The SERVICE_TYPE table maintains information associated with any defined category of provider service offered by DHFS or the county organizations, including training requirements, standard rate (across all provider organizations) and license requirements etc., associated with providers. Processes of PM01 (Maintain Services) and eWiSACWIS table maintenance builds maintain this data.
PROVIDER_SERVICE	This table maintains information associated with services and their association to a provider, such as a foster home or group home or facility, including cumulative counts of resources such as bed counts by service and provider as needed. Information maintained in Provider Service will also support worker services such as sexual abuse counseling and adolescent counseling provided by authorized workers. Records are created and updated by the following topics: PM02a/b (Maintain Home/Private Provider), PMO6 (Reservation), SM10a (Out of Home Placement), and PM04a (Licensing Home Provider).
PROVIDER_ORG	This table maintains information pertaining to a provider, facility or vendor. Data includes name and address information, placement preferences and home condition description. Records in PROVIDER ORG table are created in PM02a/b (Maintain Home/Private Provider) and updated in PM04a (Licensing Home Provider).
SERVICE_RATE	This table houses the rate(s) information associated with Service Types. This information is created and maintained in PM01 (Maintain Services).
PRVD_SRVC_RATE	This table maintains history information for daily and monthly rates of all the services available from a certain provider organization. Processes of PM01 (Maintain Services) build and maintain this information.
PRVD_ELIG_COST	This table holds the percentages used in calculating the Title XIX and Title IV-E reimbursement amounts for Child Caring Institutions and Group Homes. Processes of PM02a (Maintain Home Provider) and PM02b (Maintain Private Provider) maintain and update this information.
STATEWIDE_SERVICE_RATE	This table holds service specific rate information associated with statewide Service Rate updates. This information is created and maintained in PM01

	(Maintain Services).
STATEWIDE_PRVD_SRVC_RATE	This table holds provider specific rate information associated with statewide Service Rate updates. This information is created and maintained in PM01 (Maintain Services).
STATEWIDE_PRVD_ELIG_COST	This table holds provider eligibility cost information associated with statewide Provider Eligibility Cost updates. This information is created and maintained in PM01 (Maintain Services).
ONLINE_TRIGGER	This table is updated on a daily basis from the eWiSACWIS online environment whenever changes and events occur that need to trigger the creation of eligibility and reimbursement information that must be communicated to DSS. The IN01 nightly batch process reads this table and determines whether or not to create the equivalent of the W!Y, M@T, 550, 551, 552a or to update the eligibility table.

### **1.3.2 Drop Downs and Reference Data**

**Field Name:** Long Description  
**Table Name:** Service Type

**Field Name:** Medium Description  
**Table Name:** Service Type

**Field Name:** Short Description  
**Table Name:** Service Type

**Field Name:** Service Group  
**Table Name:** Code\_Desc  
**Group Id:** SUBCTGRY

**Field Name:** Service Category  
**Table Name:** Code\_Desc  
**Group Id:** SRVCTGRY

**Field Name:** Age Range  
**Table Name:** Code\_Desc  
**Group Id:** SRVCAGER

**Field Name:** Title IV-E Eligibility  
**Table Name:** Code\_Desc

**Group Id:** TITLEIVE

**Field Name:** Client Unit Type  
**Table Name:** Code\_Desc  
**Group Id:** SRVUNRTE

**Field:** Approval Level Required  
**Table Name:** Job\_Class

**Field:** Reporting Category  
**Table Name:** Code\_Desc  
**Group Id:** RPTGCAT

**Field Name:** Type  
**Table Name:** Code\_Desc\_Static  
**Group Id:** SRVCSPND

**Field:** Period  
**Table Name:** Code\_Desc\_Static  
**Group Id:** SRVCSPNL

**Field:** Approval Level for Override  
**Table Name:** Job\_Class

**Field:** Rate Period  
**Table Name:** Service Rate

**Field Name:** License Type Required  
**Table Name:** Code\_Desc  
**Group Id:** LCNSTYPE

**Field Name:** Service Automatically Enabled by  
**Table Name:** Code\_Desc  
**Group Id:** LCNSTYPE

**Field Name:** County  
**Table Name:** Code\_desc  
**Group Id:** REGION

**Field Name:** Statewide Reporting Group  
**Table Name:** Code\_desc  
**Group Id:** SWSRVRPT

### **1.3.3. Automated Messages**

The following automated messages are generated when a county worker updates a service specific or provider specific rate, or a provider eligibility cost for a particular statewide reporting group after a global Statewide change is made.

#### **Service Specific Rate Change**

Field	Required	Parameters Passed
To	Yes	WESTGJ@dhfs.state.wi.us
Cc	No	N/A
Subject	Yes	Service Rate Update
Message Box	Yes	<p>“&lt;County Worker Name&gt; (&lt;County Worker ID&gt;) from &lt;County Name&gt; has made a Service Rate update for &lt;Service Type Name&gt; (&lt;Service Type Code&gt;) in the &lt;Statewide Reporting Group Name&gt; reporting group. The amount has changed to &lt;Service Rate Dollar Amount&gt;.</p> <p>Sent from: &lt;County Worker Name&gt; e-mail address: &lt;Worker’s email address&gt;</p>

#### **Provider Specific Rate Change**

Field	Required	Parameters Passed
To	Yes	WESTGJ@dhfs.state.wi.us
Cc	No	N/A
Subject	Yes	Provider Service Rate Update
Message Box	Yes	<p>“&lt;County Worker Name&gt; (&lt;County Worker ID&gt;) from &lt;County Name&gt; has made a Provider Service Rate update for &lt;Service Type Name&gt; (&lt;Service Type Code&gt;) in the &lt;Statewide Reporting Group Name&gt; reporting group. The amount has changed to &lt;Service Rate Dollar Amount&gt; for provider &lt;Provider Name&gt; (&lt;Provider ID&gt;).</p> <p>Sent from: &lt;County Worker Name&gt; e-mail address: &lt;Worker’s email address&gt;</p>

#### **Provider Eligibility Cost Change**

Field	Required	Parameters Passed
To	Yes	WESTGJ@dhfs.state.wi.us
Cc	No	N/A
Subject	Yes	Provider Eligibility Update
Message Box	Yes	<p>“&lt;County Worker Name&gt; (&lt;County Worker ID&gt;) from &lt;County Name&gt; has made a Provider Eligibility Cost update for &lt;Service Type Name&gt; (&lt;Service Type Code&gt;) in the &lt;Statewide Reporting Group Name&gt; reporting group. The percentages have changed to &lt;Admin %&gt; Admin, &lt;Title XIX%&gt; Title XIX, and &lt;Maint %&gt; Maint for provider &lt;Provider Name&gt; (&lt;Provider ID&gt;).</p> <p>Sent from: &lt;County Worker Name&gt; e-mail address: &lt;Worker’s email address&gt;</p>

**1.3.4. Checklists**

None

**1.3.5. Ticklers**

None

**1.3.6. Notifications**

None

**1.3.7. Text Templates**

None

**1.3.8. Reports**

None

**1.3.9. Online Triggers**

Txn Code	Description
6100	Service rate change. This trigger is created if a service rate change occurs with the effective date of the change (DT_EFCT_STRT on SERVICE_RATE/PRVD_SRVC_RATE Tables) being earlier than the last payment date for that particular service (DT_PMNT_LST on the SERVICE_TYPE Table). This trigger will be used by FM01 - Calculate Ongoing Amounts Batch to create retroactive payments for those provider who have already been paid although the rate change was

	effective earlier than their payment date.
51	When a new PRVD_ELIG_COST record is inserted WHERE PRVD_ELIG_COST.dt_eff <= current system date, then insert a record in the ONLINE_TRIGGER table and set the following attributes. ONLINE_TRIGGER.cd_txn = 51. ONLINE_TRIGGER.id_cr = log-in ID of the worker ONLINE_TRIGGER.ts_cr = Current system date. ONLINE_TRIGGER.ts_efct_frm = PRVD_ELIG_COST.dt_eff. ONLINE_TRIGGER.id_trigger1 = PRVD_ELIG_COST.id_prvd_org. Set all other fields to NULL.

#### **1.4. Batch Programs**

None

## **1.5 Online Components**

### **1.5.1 User Interface Components**

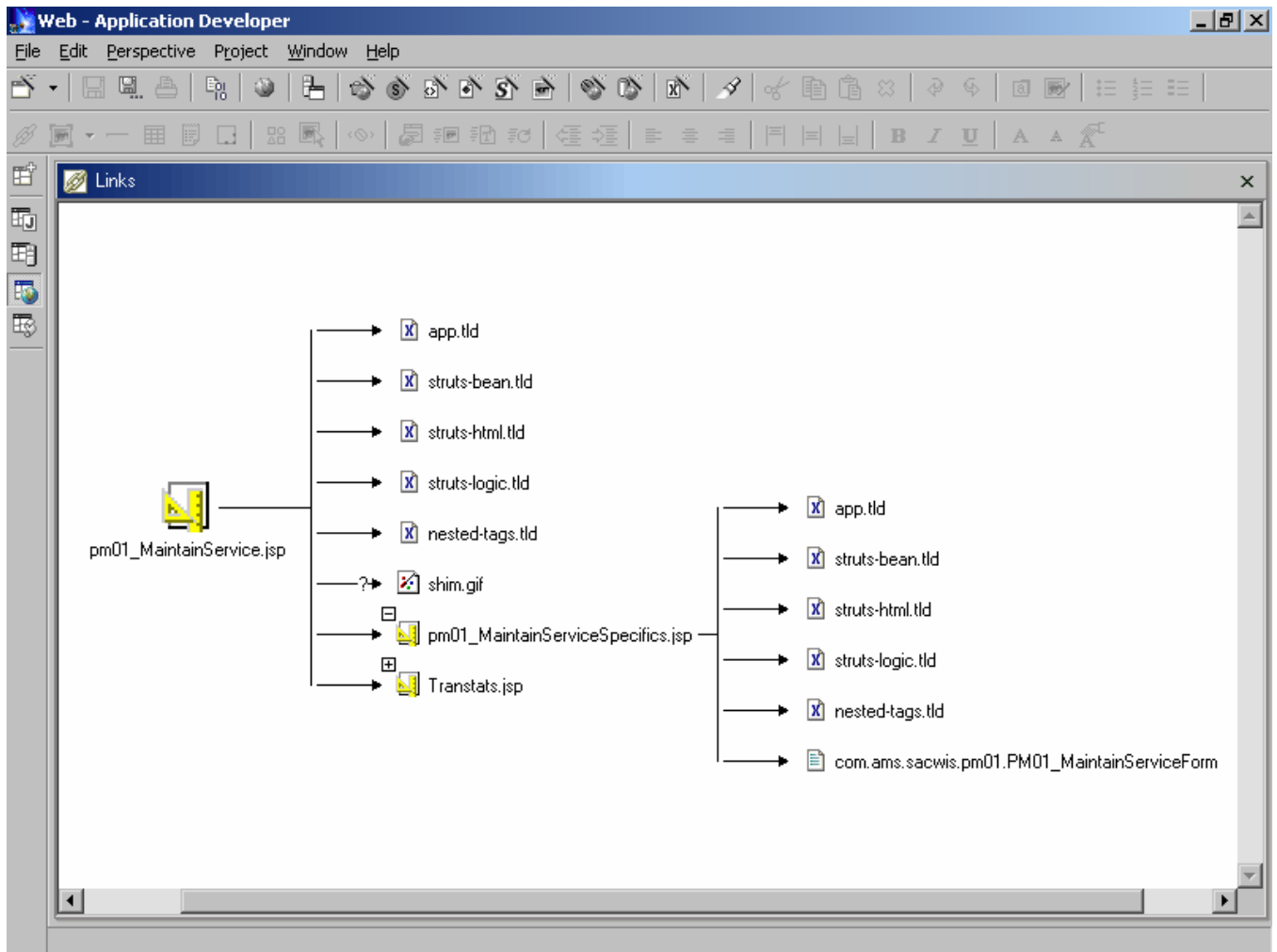
There are four primary JSPs for the PM01 topic: pm01\_MaintainService.jsp, pm01\_MaintainServiceRate.jsp, pm01\_MaintainSWRateCost.jsp, and pm01\_MaintainSWRateCostAdd.jsp.

The other three JSPs involved are pm01\_MaintainServiceSpecifics.jsp, pm01\_ServiceType.jsp, and pm01\_MaintainSWRateCostData.jsp.

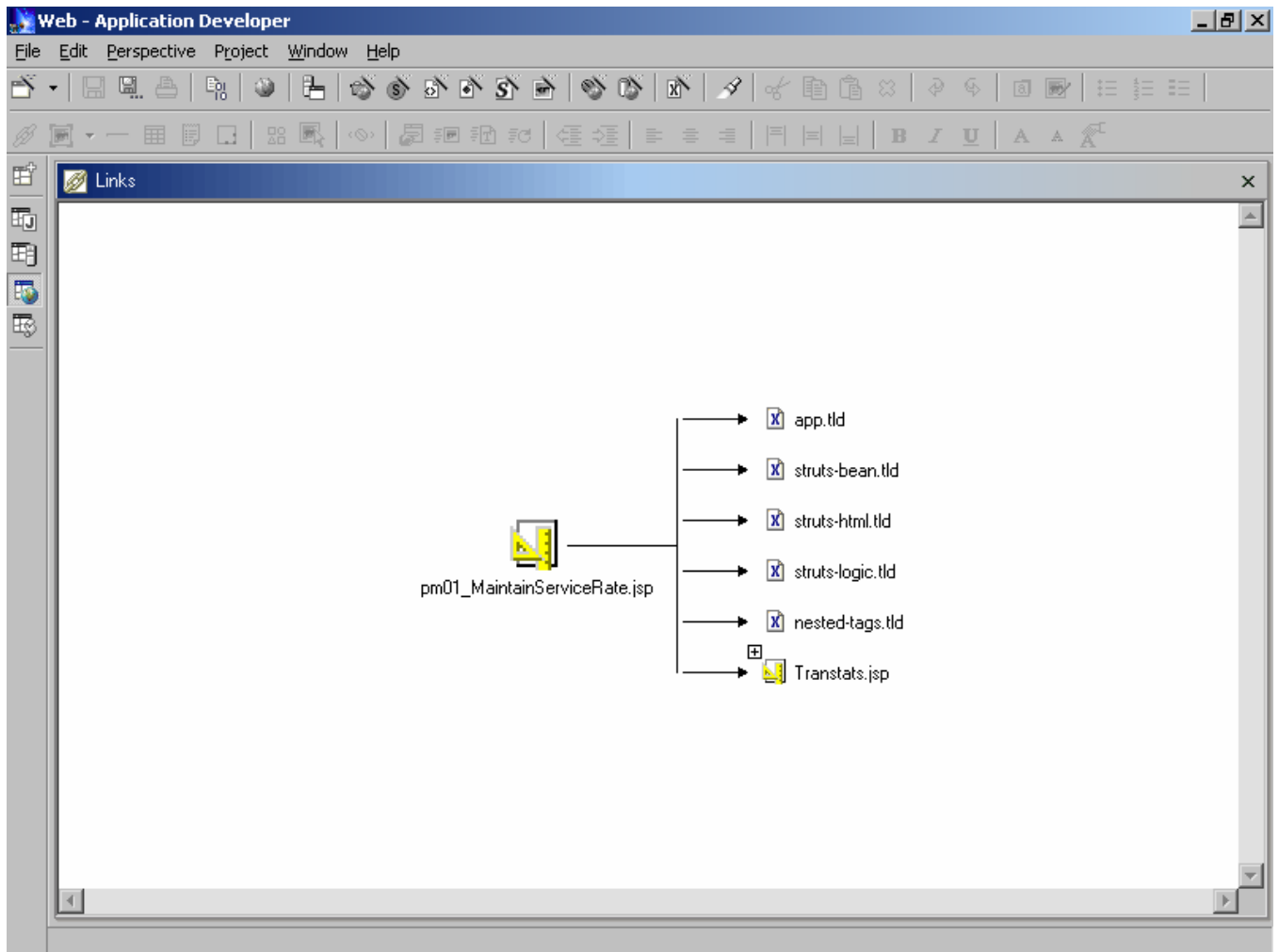
The pm01\_MaintainServiceSpecifics.jsp is an include page in the pm01\_MaintainService.jsp. The pm01\_ServiceType.jsp is the page that is used to access the Maintain Service page. The pm01\_MaintainSWRateCostData.jsp is a data retrieval page, which is loaded into an inline frame (iframe) on the pm01\_MaintainSWRateCost.jsp page.

Below are the diagrams for all the JSPs.

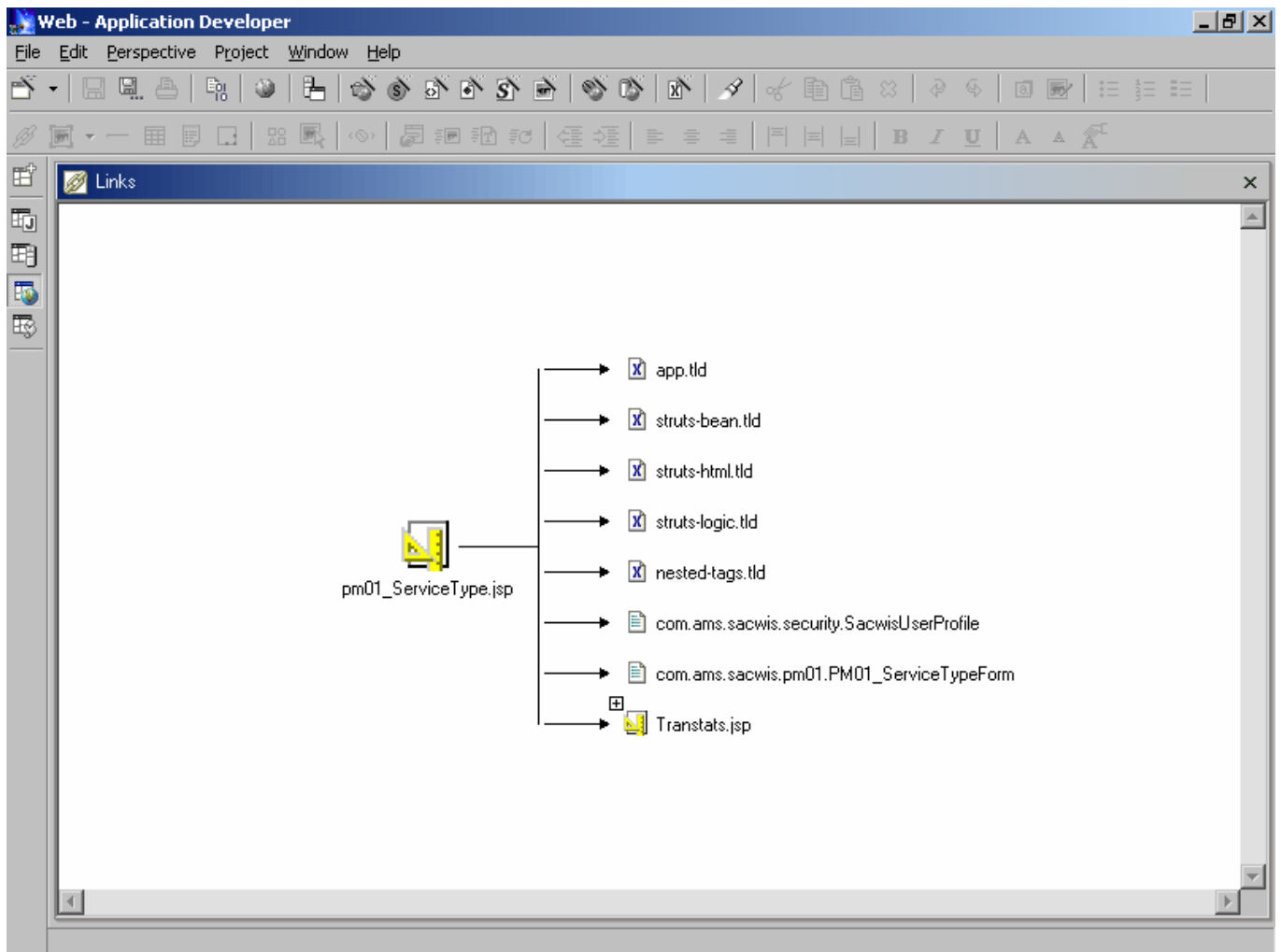
## pm01\_MaintainService.jsp and pm01\_MaintainServiceSpecifics.jsp



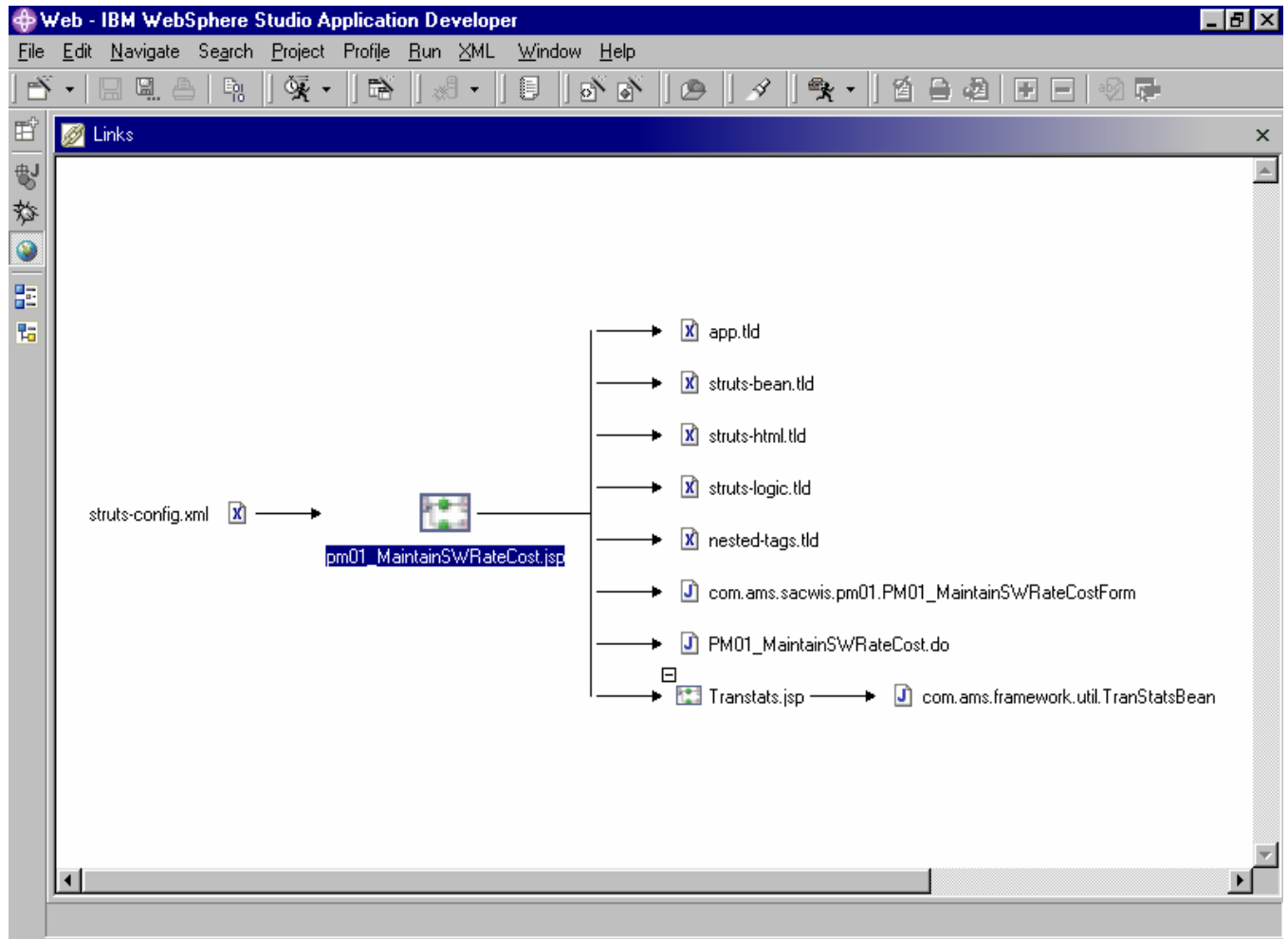
## pm01\_MaintainServiceRate.jsp



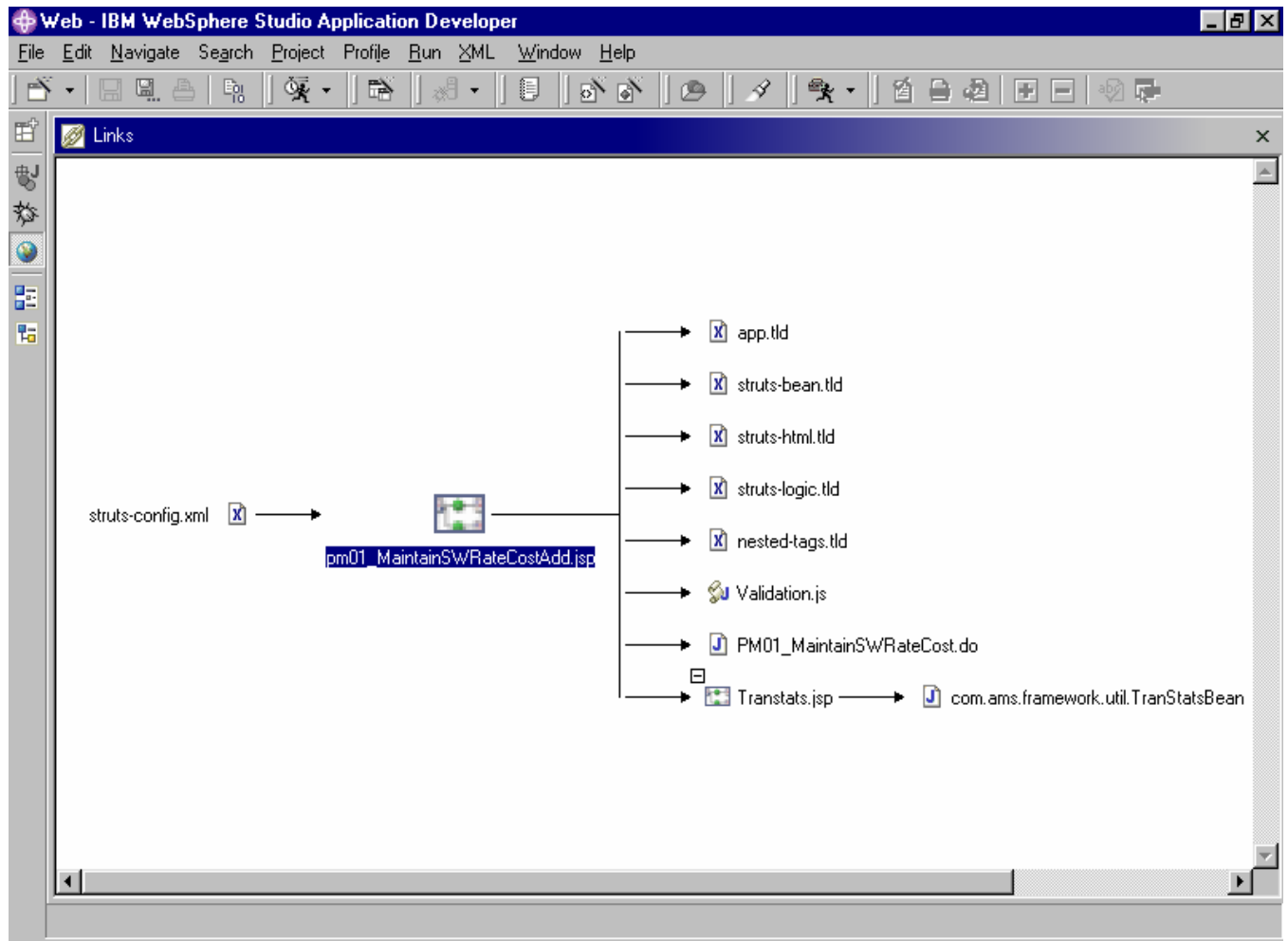
## pm01\_ServiceType.jsp



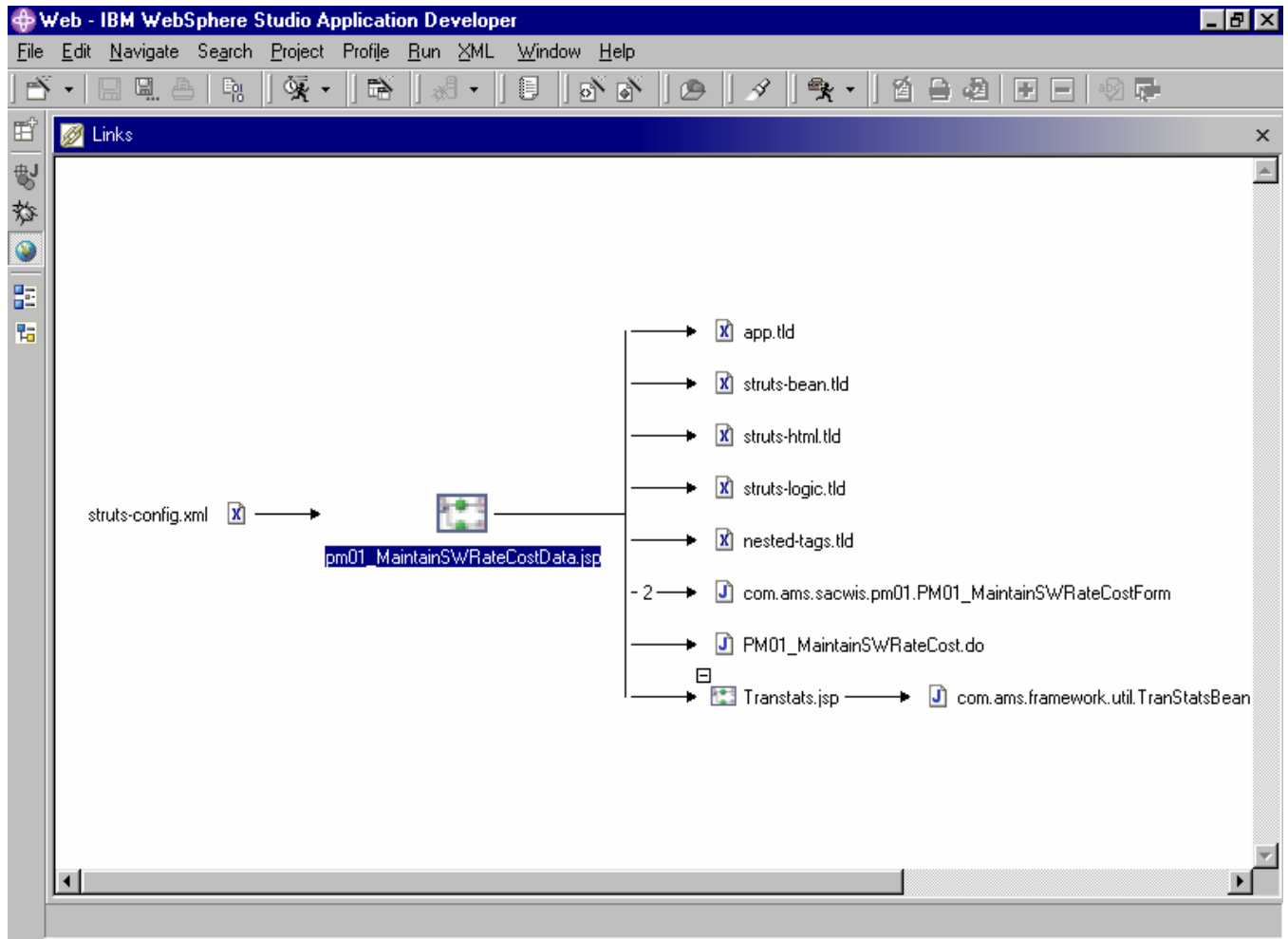
## pm01\_MaintainSWRateCost.jsp



## pm01\_MaintainSWRateCostAdd.jsp



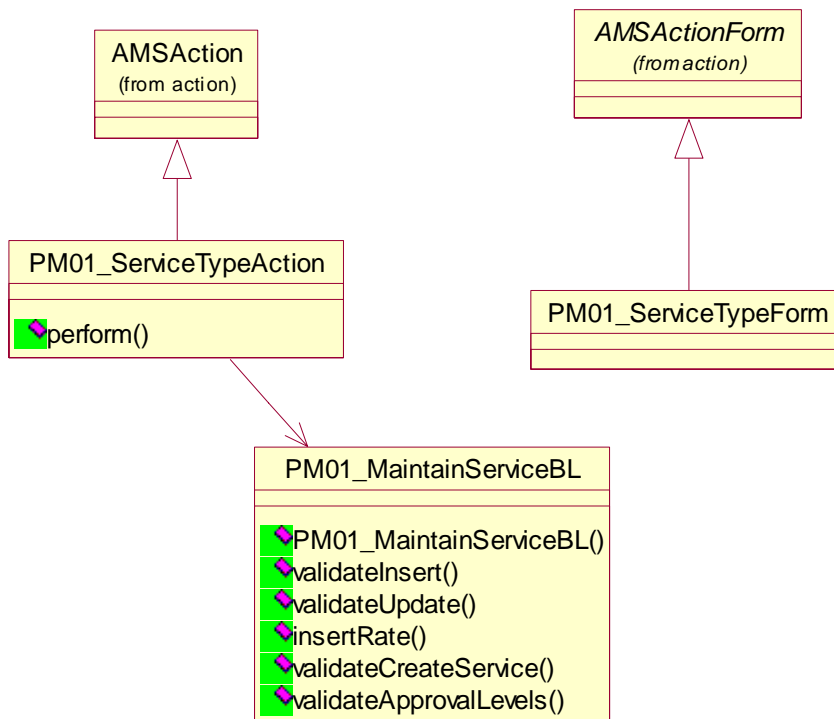
## pm01\_MaintainSWRateCostData.jsp



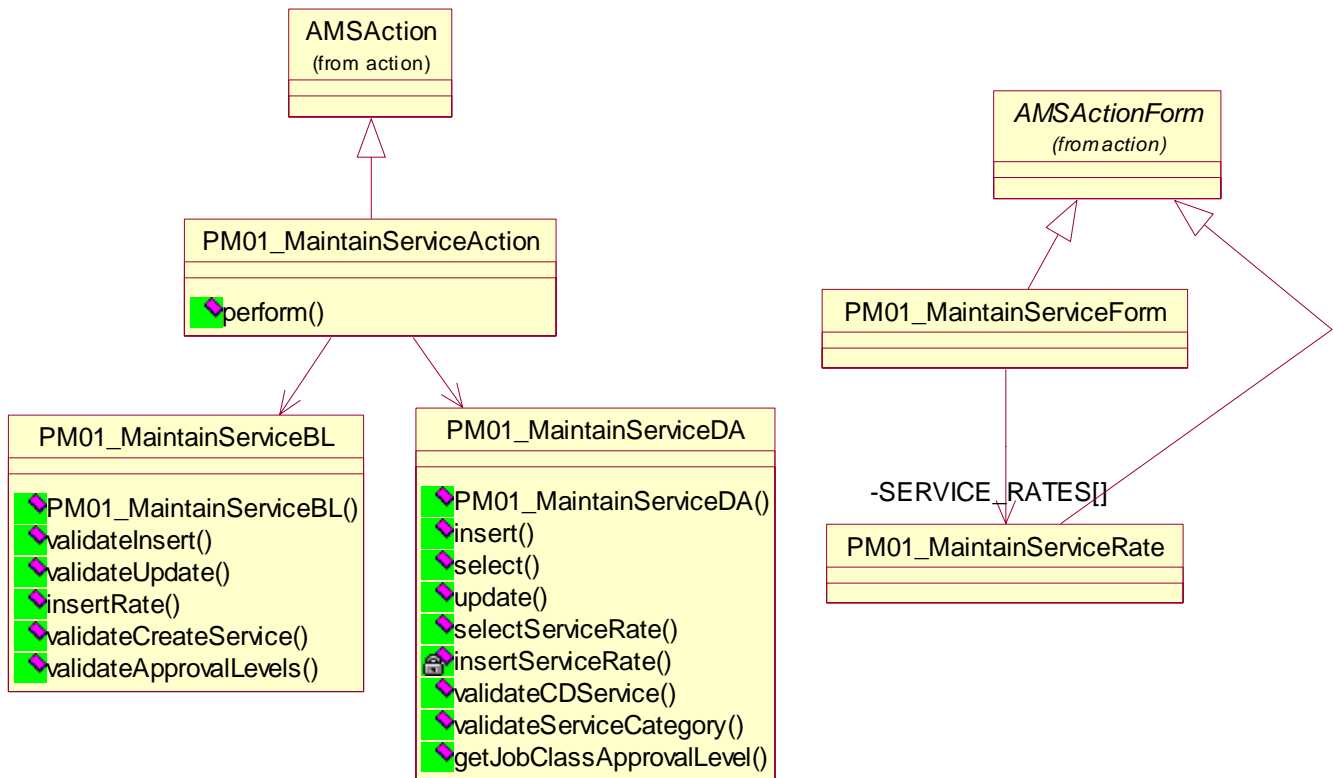
### 1.5.2 Java Components

Given below are the Class composition diagrams for the PM01 topic. There are three distinct “families”. One that services all the Service Type page transactions. Another that services all the Maintain Services page transactions. The last one services all the Maintain Statewide Rate and Eligibility Cost page transactions.

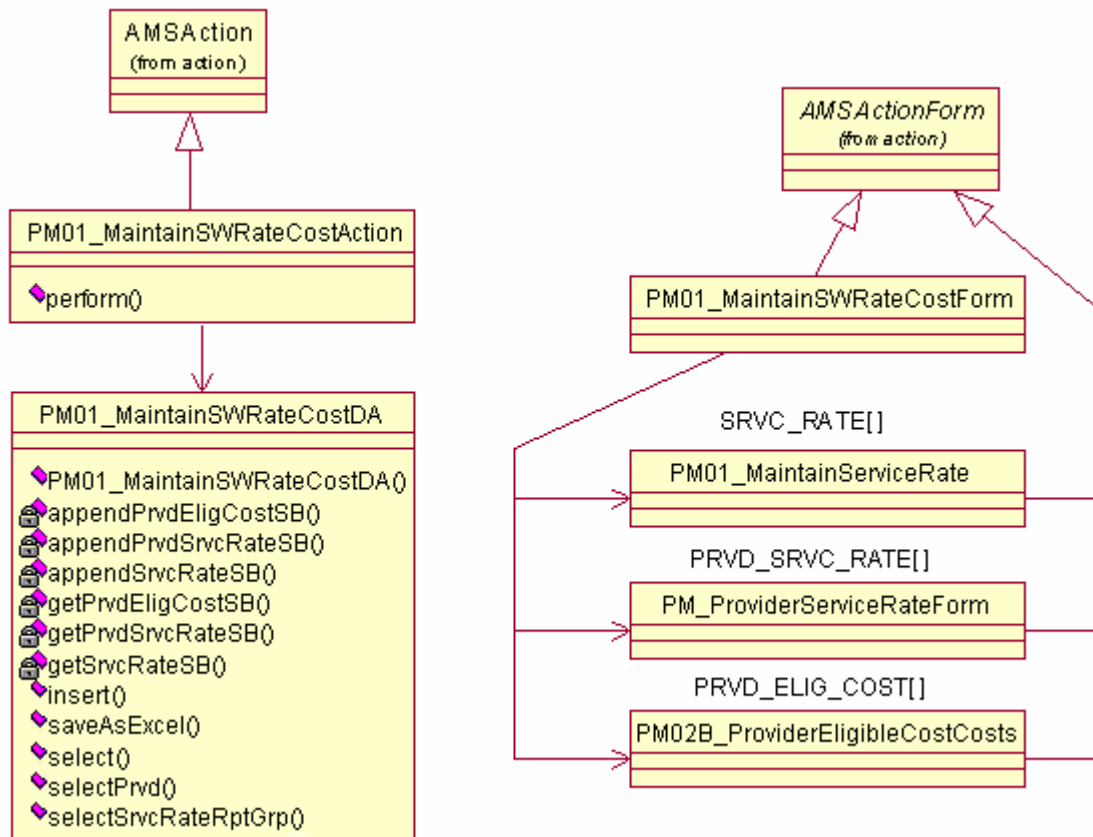
Main Classes involved in the Service Type page transactions



The following is the Class composition diagram showing the classes that service all the transactions for the Maintain Services page.



The following is the Class composition diagram showing the classes that service all the transactions for the Maintain Statewide Rate and Eligibility Cost pages.



Below is a brief description of each of the Java Classes:

Type	Name	Comment
Action Class	PM01_MaintainServiceAction	Standard Action Class.
Business Logic	PM01_MaintainServiceBL	Standard Business Logic Class.
Data Access	PM01_MaintainServiceDA	Standard Data Access Class.
Form	PM01_MaintainServiceRate	Data container for Service Rate information.
Form	PM01_MaintainServiceForm	Aggregate Data Container for the Service information.
Form	PM01_MaintainServiceTraining	Data Container not used in eWiSACWIS (placeholder for future functionality extension).
Action Class	PM01_ServiceTypeAction	Standard Action Class.
Form	PM01_ServiceTypeForm	Data Container for Service Type page information.
Action Class	PM01_MaintainSWRateCostAction	Standard Action Class.
Data Access	PM01_MaintainSWRateCostDA	Standard Data Access Class.
Form	PM01_MaintainSWRateCostForm	Aggregate Data Container for the Statewide Rate and Eligibility Cost information. Contains arrays for PM01_MaintainServiceRate, PM_ProviderServiceRateForm, and PM02B_ProviderEligibleCostCosts.
Form	PM_ProviderServiceRateForm	Data container for Provider Service Rate information.
Form	PM02B_ProviderEligibleCostCosts	Data container for Provider Eligibility Cost information.